

## CHAPTER 5

### RECEIPT AND RELEASE OF MATERIEL

#### A. GENERAL

1. The DoD Single Line Item Release/Receipt Document, DD Form 1348-1, or the Issue Release/Receipt Document, DD Form 1348-1A, and the optional APL are prepared by the supply/shipping activity. These documents are used for selecting, packing, shipping, and receiving materiel. They are also used as a record of receipt transaction and/or the data source for preparation of other documents. The DD Form 1348-1 or DD Form 1348-1A is mandatory and the APL is optional for all shipments to DoD customers, including FMS and contractors, from DoD and GSA shipping activities.

2. The DD Forms 1348-1 and 1348-1A may be manually or mechanically prepared. They will contain data elements prescribed herein for the various types of transactions.

3. Use of carbonless paper for preprinted forms (DD Form 1348-1 and DD Form 1348-1A) is authorized at the option of the Service/Agency.

4. The DD Form 1348-1 is a preprinted form (see appendix A3) . For the DD Form 1348-1A (see appendices A26 through A30) , there are two methods for generating the form:

a. Preprinted forms. Data entries will be made by automated printers, typewriter, or handscribed (see appendices A26 through A30) .

b. Non-preprinted forms. When this method is used, the form and data are printed simultaneously. The IRRD will contain prescribed data elements.

5. The preprinted DD Form 1348-1A is 8-1/2" long (side to side) and 5-1/2" high (top to bottom) . When printed on plain stock paper on a high or low speed nonimpact printer, the entire form may be produced either two per 8-1/2" X 11" sheet of paper or optionally three per 8-1/2" X 14" sheet of paper. When printed three per 8-1/2" X 14" sheet of paper, the form is 7-3/4" long (side to side) and 4-1/8" high (top to bottom) . When optional printing of the form is used, i.e., three forms per 8-1/2" X 14 sheet of paper, the originator of the form shall ensure the form,

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spacing, size, and data entered thereon are legible and capable of being interpreted by a LOGMARS scanning device. Block numbers are provided for data entry. Data which are entered in the data blocks are provided in subsequent paragraphs in this chapter. Block Number 27 will contain all required additional data in the clear text that is not shown elsewhere in the form. The clear text may be in conjunction with bar coded information for those activities possessing bar coded capability.

6. The three of nine bar code, as defined in MIL-STD-1189, is established as the standard symbology for the automated marking and reading of items of supply, equipment, materiel packs, and containers in logistics operations throughout the DoD. This symbology will be applied in accordance with MIL-STD-129 (reference (w)) unless otherwise authorized. When bar coding is contained on the DD Form 1348-1A, all record positions of data elements that will be bar coded, will contain a bar code character even if the position was blank on the source document.

7. Automated Packing List. When the APL is not produced, a copy of the DD Form 1348-1A or DD Form 1348-1 will be used for this purpose and will be placed inside the packing list envelope securely attached to the outside of the shipping container; on multiple container shipments, the DD Form 1348-1A or DD Form 1348-1 will be placed inside a packing list envelope securely attached to the outside of the No. 1 shipping container. The APL will contain, at a minimum, the prescribed data elements outlined in appendix A31.

### B. DOCUMENT DISTRIBUTION

Actual copies utilized, other than the original and first carbon copy, will be at the option of the individual S/A. See figures 5-1, 5-3, and 5-4 for the distribution of the documents.

### C. ISSUES FROM SUPPLY SYSTEM STOCK/DEFENSE REUTILIZATION AND MARKETING OFFICE/REQUISITIONS FOR LOCAL ISSUE FROM DEFENSE REUTILIZATION AND MARKETING OFFICES

1. The DD Form 1348-1 (appendix A3) or the DD Form 1348-1A (appendices A26 through A30) may be prepared as a release document by the shipping activity (issues from supply system stock) or by the shipping DRMO (DRMS-directed issue from the DRMO). The requisitioner may also use this format when hand carrying requisitions for local issue from the DRMO. Minimum data entries are outlined in appendix C45 (DD Form 1348-1) or appendix C45A (DD Form 1348-1A).

<u>NO. OF COPIES</u>	<u>DISTRIBUTION</u>
Original	supply - Retained copy by the distribution point (shipper) . 1/
One Copy	Transportation - Ret ained copy by the dist ribut ion point (shipper) . 2/
Two Copies	Consignee - With materiel. One copy must be the first carbon copy to ensure legibility. 3/
One Copy	Consignee - Attach to outside of No. 1 shipping' container after use for picking, packing, and item identification.
One Copy	<i>For shipments to DRMO, this copy will accompany the materiel.</i>

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- 1/ Mechanized activities having automated proof of shipment capability may forward the original copy to the consignee with the advance GBL when not required locally for other purposes.
- 2/ When the shipping activity has a method to accumulate the data therein through use of ADPE, this copy will be destroyed after data has been accumulated, if it is not for audit purposes.
- 3/ On single line item shipments these copies will be included with the materiel placed in the No. 1 shipping container. On consolidated shipments these copies will be attached to the shipment pack applying to each individual requisition and placed inside the shipping cent airier (s) . In the event the storage container is used as the shipping container, it will not be opened for the sole purpose of inserting the consignee copies. In this instance, the copies will be placed inside the packing list envelope and attached to the outside of the No. 1 container.

Figure 5-1. Distribution of DoD Single Line Item Release/ Receipt Document.

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